

PRIVACY RIGHTS

Regarding Use and Disclosure of Protected Health Information

The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") privacy rules require an employer to guard against misuse of an individual's identifiable health information, and to limit the sharing of such information. To comply with these regulations NEW PRAGUE AREA SCHOOLS has taken the following steps:

- Designates the Director of Finance/Human Resources to see that HIPAA privacy procedures are adopted and followed.
- Developed this HIPAA Privacy Rights, which limits access to health information to those employees who manage the flexible benefits program or process flex claims, who manage or process First Report of Injury forms, who manage or process health insurance enrollment and health history forms and who manage the District's Health Reimbursement Plan. These rights also allow flexible benefits participants to see and amend their health-related records (typically this refers to claim forms and the third party statements submitted with claim forms). These rights do not affect the flex plan rules for modifying flex elections.
- Notify employees of the HIPAA privacy rights through distribution of these rights.
- Developed criteria for disclosure of health information to the minimum needed for the purpose of the request; and review each such request in accordance with those criteria. Requests for disclosure of health information may be needed for the processing of flex claims and reimbursement through the Health Reimbursement Plan. We must be able to determine the date the expense was incurred, for whom it was incurred, and the nature of the expense. Request for disclosure of health information may also be needed for processing health insurance enrollment, which may include health history data.
- Train employees who handle health information so they understand the privacy policy and procedures for information use.
- Secured health information to ensure confidentiality.